



# **YAXLEY PARISH COUNCIL**

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

Tele/Fax 01733 241958

Email: [clerk@yaxleypc.org.uk](mailto:clerk@yaxleypc.org.uk) Website: [www.yaxleypc.org](http://www.yaxleypc.org)

**To: Members of the Yaxley Parish Council**

Sir/Madam

You are hereby summoned to attend the **Annual Meeting of Yaxley Parish Council** to be held on **Tuesday 17<sup>th</sup> May 2022 at 7.00 pm** in the **Council Chambers, the Amenity Centre, Main Street, Yaxley, PE7 3LU**, followed by a meeting of the Planning Committee.

*H. Taylor*

**Helen Taylor**  
On behalf of Yaxley Parish Council

**10<sup>th</sup> May 2022**

**THE PUBLIC AND PRESS ARE ALWAYS WELCOME**

## **AGENDA**

**FC1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR AND ACCEPTANCE OF OFFICE**

**FC2. ELECTION OF VICE CHAIRMAN FOR THE ENSUING YEAR AND ACCEPTANCE OF OFFICE**

**FC3. APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.

**FC4. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**  
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.

**FC5. MINUTES**  
To approve as a correct record the Minutes of the meeting of full Council held on Tuesday 12<sup>th</sup> April 2022 - attached.

**FC6. PUBLIC PARTICIPATION**  
A maximum of 15 minutes is permitted for members of the public to address the Council.

**FC7. COMMITTEE REPORTS**  
To receive the draft Minutes of Meetings of the following Committees and to consider any recommendations contained therein:  
FC7.1 Planning Committee held on 12<sup>th</sup> and 26<sup>th</sup> April 2022 (copy herewith);  
FC7.2 Community Facilities Committee held on 26<sup>th</sup> April 2022 (copy herewith).



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- FC8. CO-OPTION TO ONE OF THE VACANT POSITIONS OF PARISH COUNCILLOR**  
To consider one application received for the vacant positions of Parish Councillor from Former Parish Councillor Jayne Lusted.
- FC9. REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS**  
To consider a report by the Clerk - attached.
- FC10. MEMBERSHIP AND APPOINTMENT OF STANDING COMMITTEES**
- |        |   |
|--------|---|
| FC10.1 | Community Facilities committee (10 Members) |
| FC10.2 | Planning Committee (8 Members)              |
| FC10.3 | Property Committee (10 Members)             |
| FC10.4 | Personnel Committee (8 Members)             |
- Report to follow.
- FC11. APPOINTMENT TO WORKING GROUPS**  
To appoint four Members to serve on the Yaxley Festival Planning Group;  
To appoint one Member to serve on the Charities Committee; and  
To appoint five members to serve on the Policy and Resources Working Group.
- FC12. ALLOTMENT INSPECTIONS**  
To appoint two members of the Community Facilities Committee to assist with the allotment inspections.
- FC13. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES**  
To consider membership of other bodies – report attached.
- FC14. LIST OF LAND AND BUILDING ASSETS**  
To receive and note – report attached.
- FC15. ACTION PLAN**  
To note the progress of schemes and approve the schedule going forward - attached.
- FC16. SECTION 137 BUDGET – AWARD OF GRANTS**  
To consider awarding a grant of £250 to Yaxley Scouts and Guides for the Yaxley Vintage Festival and £100 to the Yaxley British Legion for a Platinum Jubilee Tea Party for local children – copies of the application forms are attached.
- FC17. GENERAL POWER OF COMPETENCE**  
To resolve that the Council meets the eligibility to use the General Power of Competence at this particular point in time – report attached.
- FC18. ACTUAL V BUDGET REPORT**  
To receive and note the Budget Report as at 31<sup>st</sup> March 2022 (copy herewith).



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- FC19. FINANCIAL STATEMENTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2022**  
To receive and approve the Financial Statements for the year ending 31st March 2022 and authorise the Chairman and RFO to sign them and at the same time approve the transfer of funds of £10,000 from the LHI scheme to the Youth Project along with a movement of £45,000 from the General Reserve to the earmarked reserves to build the funds for new Cemetery project. *(the figures for the Annual Return can be found on page 2) – statement attached.*
- Please note that the Finance Officer will be joining the meeting, please send any queries to her in advance.*
- FC20. INTERNAL AUDITOR'S REPORT 2021/22**  
To receive and note the Internal Auditor's Report for the year ended 31<sup>st</sup> March 2022 - attached.
- FC21. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2021/22**  
Prior to signing the Annual Return, Members must review the effectiveness of the Internal Audit Process – an analysis is attached.
- FC22. TERMS OF REFERENCE FOR INTERNAL AUDITORS 2022/23**  
To approve the terms of reference – attached.
- FC23. APPOINTMENT OF INTERNAL AUDITORS FOR 2022/23**  
To confirm the re-appointment of Moore Stephens as Internal Auditors for the Financial Year 2022/23.
- FC24. ANNUAL RETURN FOR FINANCIAL YEAR ENDING 31ST MARCH 2022.**
- (a) ANNUAL GOVERNANCE STATEMENT 2021/22**
- To approve the Annual Governance Statement by resolution and to authorise the Chairman and RFO to sign the document. *(the Annual Governance Statement must be approved before the accounting statements).*
- (b) ACCOUNTING STATEMENTS 2021/22**  
To approve by resolution the accounting statements and to authorise the Chairman to sign them.  
*A copy of the Annual Return is attached to the Agenda.*
- FC25. BANK RECONCILIATION STATEMENT**  
To receive a bank reconciliation statement as at 30/04/2022 (attached).
- FC26. ORDERS FOR PAYMENT**  
To receive and approve the schedule of Orders for Payment to date (attached).
- FC27. FREEDOM OF INFORMATION REQUEST**  
To note that there has been no Freedom of Information request made during the Municipal Year 2021/22.



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- FC28. DRAFT HUNTINGDONSHIRE TRANSPORT STRATEGY**  
To respond to a stakeholder engagement survey on the draft Transport Strategy for Huntingdonshire which sets out the County Council's transport policy approach for the area. The full document can be viewed at <https://www.cambridgeshire.gov.uk/asset-library/Draft-Cambridgeshire-Active-Travel-Strategy-Stakeholder-Engagement-version.pdf>
- FC29. YAXLEY FESTIVAL 2023**  
To consider a request for the use of the Parish Council's facilities for the week commencing 8<sup>th</sup> May 2023, for the Yaxley Festival 2023 (dates to be 12-14 May).
- FC30. REPORTS FROM REPRESENTATIVES**
- FC31. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**  
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- FC32. REDECORATION QUOTES**  
To consider quotes received for redecorating the changing rooms at Queens Park, the main hall at Queens Park and the internal windows of the Owen Pooley Hall – to follow.
- FC33. INSURANCE**  
To discuss the Parish Council's Local Council's insurance which expires 31<sup>st</sup> May – report to follow.
- FC34. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**  
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**Cut off time for the meeting is 21.30**